

# **Teaching & Learning Committee Remit/Terms of reference (Curriculum / Pupils)**

## **General terms**

- To act on matters delegated by the full governing board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/ Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- Committee members to be encouraged to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction and attend new governor training which ensures an understanding of their statutory responsibilities.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.

## **Quorum**

- Quorum for the meeting is a minimum of three governors who are members of the committee. Other governors may attend and contribute to discussions but shall not be entitled to vote or be included within a meeting quorum.
- It is best practice for the committee chair not to be Chair of Governors or a member of staff.

## **Meetings**

- The governing board is free to determine how often the committee meets – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time.
- Meetings are to be conducted in an open manner, enabling all members to participate and contribute to discussions.
- The approved committee meeting minutes shall be made available upon request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection, but may be required to be shared if a Freedom of Information or Subject Access Request is submitted.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among the committee members present (the acting chair cannot be a member of staff).
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among the committee members present (someone who is not the Headteacher) and this be noted in the minutes.
- The draft minutes of each committee meeting will be circulated with the agenda for the next FGB meeting and will be noted there.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## **Curriculum, planning and delivery**

- To review, monitor and evaluate the curriculum offer, ensuring it is broad and balanced.
- To ensure the school is responding to legislative requirements in the curriculum.
- To recommend for approval to the full governing board:
  - Self-evaluation form (SEF)
  - School Improvement Plan/School Development Plan (SIP/SDP)
  - Targets for school improvement to the governing board
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex and relationships education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor (where appointed).
- To review the provision for collective worship and RE.

- To ensure that governors have the opportunity to visit the school and see the curriculum being taught.

### **Assessment and improvement**

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of the School Improvement/Development Plan in relation to the committee's area of operation.
- To monitor attendance and receive anonymised statistical information on any pupil exclusions.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To review the information provided on published school performance data.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.
- To ensure the Single Central Record is up to date. Records are up to date (ensure checks have been carried out on all staff and there is evidence in school of these checks).

### **Engagement**

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, in line with current LA advice.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

**Adopted by the governing board of [name of school] on [date].**